UNITED STATES GOVERNMENT

Memorandum

TO :

Executive Assistant to the

DATE: 27 February 1970

Director of Training

FROM :

Chief, Language School

SUBJECT:

Weekly Activities Report

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1. LS personnel met with to discuss instructor training in the Language School. After outlining to Stan the whys and whats of instructor training in LS, he talked with and between them came up with areas of instruction in which Stan can make some very definite and positive contributions.

2. Next week 3 Vietnamese students who completed language training in December will return for a two-week refresher course. This is part of a new program of providing such training to those who have had a significant gap between completion of training and departure for overseas duty.

3. We have just completed installation of 32 new Ampex E65 tape recorders in the Arlington Towers laboratory. Along with the 10 cassette positions, this gives us an excellently equipped laboratory in line with our teaching methods. The next step in modernization will be replacement of the carrels many of which have been in use since 1951.

4. Personnel Notes

a new German instructor, reported for duty on Thursday, 26 February.

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5. Language School Statistics

Students and Classes as of 27 February 1970:

Students	

Classes

Laboratory hours for the week 16-20 February 1970:

Twenty-five proficiency tests were administered during the week 16-20 February.



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